Exceptional Student Services (ESS) / Data Management

Preschool Transition: School Year 2013—2014

Authorization: 20 USC §1416(a)(3)(B); 34 CFR §§ 300.157 and 300.601(b)

GENERAL INSTRUCTIONS

IDEA 2004 established a requirement that all children who participated in the Arizona Early Intervention Program (AzEIP) under Part C must be ensured a smooth and effective transition to Part B. Indicator 12 in the State Performance Plan (SPP) reports the percent of children referred for transition by Part C prior to age three who are found eligible for Part B and who have an IEP developed and implemented by their third birthday or were found not eligible by their third birthday.

After completing Tab 1, and if applicable, Tabs 2 and 3, followed by a review on Tab 4, you must return to Tab 1 and click "Submit" to save the data entered in all relevant tabs. See specific instructions for each tab below.

SPECIFIC INSTRUCTIONS FOR TAB 1 – CHILD COUNTS

Row (1)   Report the number of children who have been ELIGIBLE for Part C (AzEIP) and referred for transition to Part B (your district's preschool program) by AzEIP. Only include those children who have reached their third birthday between July 1, **2013,** and June 30, **2014.**

Exception: Children who previously RECEIVED services from AzEIP whose parents chose not to pursue district preschool services. (Do not count a child if an actual referral never happened or parents opted out of the process at any point.)

Row (2)   From the number in Row 1 above, report the number of children found eligible for preschool special education services.

Row (3)   Of those found eligible (Row 2 above), report the number of children with an IEP developed <u>on or before</u> their third birthday.

Row (4)   Of those found eligible (Row 2 above), report the number of children with an IEP developed <u>after</u> their third birthday (must match Tab 2).

Row (5)   From the number in Row 1 above, report the number of children who were NOT

eligible for preschool special education services (who did not meet the criteria).

Row (6)   Of those not eligible (Row 5 above), report the number of children who were determined NOT eligible <u>on or before</u> their third birthday.

Row (7)   Of those not eligible (Row 5 above), report the number of children who were determined NOT eligible <u>after</u> their third birthday (must match Tab 3).

Row (8)   How many late referrals from Part C that were due to "service coordinator delay" (eligible for Part C (AzEIP) services by 2.9 and PEA Notification/Referral Form received after 2.9) and were determined eligible or not eligible on or before the child's third birthday?

SPECIFIC INSTRUCTIONS FOR TAB 2 – LATE ELIGIBLE DETERMINATIONS

For children who were found eligible and whose IEPs were developed after their third birthday (Question 4 on Tab 1), list each child by SAIS ID or unique student ID, the reason the IEP was late, and the number of days after the child's third birthday each IEP was developed. Enter the SAIS ID or <u>unique</u> student ID, select the reason from the drop-down list, enter the number of days late in the boxes next to the ADD button, and click ADD. To develop a unique student ID that avoids duplication, use the child's initials and a combination of letters and numbers up to 10 characters in length. To remove one or more rows from the list, check the rows to remove and click REMOVE. (See drop-down list options below.)

SPECIFIC INSTRUCTIONS FOR TAB 3 – LATE NOT ELIGIBLE DETERMINATIONS

For children who were found NOT eligible and whose determinations were made after their third birthday (Question 7 on Tab 1), list each child by unique student ID, the reason the determination was late, and the number of days after the child's third birthday each determination was made. Enter the SAIS ID or <u>unique</u> student ID, select the reason from the drop-down list, enter the number of days late in the boxes next to the ADD button, and click ADD. To develop a unique student ID that avoids duplication, use the child's initials and a combination of letters and numbers up to 10 characters in length. To remove one or more rows from the list, check the rows to remove and click REMOVE. (See drop-down list options below.)

REASONS FOR DELAY DROP-DOWN LIST OPTIONS

Late Referral TO Part C (eligible for Part C (AzEIP) between 2.9 and 2.10½) – Deductible

Late Referral FROM Part C (eligible for Part C (AzEIP) services by 2.9 and PEA Notification/Referral Form received after 2.9) - Not Deductible

Parent or Child Unavailability (e.g., child moved, family hospitalization, vacation, etc.) - Deductible

Child Did Not Pass Vision or Hearing Test - Not Deductible

Shortage of Personnel - Not Deductible

Interruption of School Schedule; Summer Birthday - Not Deductible

SPECIFIC INSTRUCTIONS FOR TAB 4 – SUMMARY PAGE

Data entry is not required on this page. The summary page provides the opportunity for you to review the responses you submitted on the previous three data entry pages. If the data are not accurate, the responses you submitted will be saved; however, the final submission cannot be completed until you resolve any data anomalies in this report.

EDITS APPLIED

Edits applied:

Edit 1:   Row 2 + Row 5 = Row 1

Edit 2:   Row 3 + Row 4 = Row 2

Edit 3:   Row 6 + Row 7 = Row 5

Edit 4:   List on Tab 2 must contain the same number of rows as the value reported in Row 4.

Edit 5:   List on Tab 3 must contain the same number of rows as the value reported in Row 7.

Edit 6:   If an IEP or determination was late, the number of days late must be at least one.

IN-BY-3 FORMULA

% = Row 3 / (Row 1 – Row 6 - Late Referrals TO Part C - Parent/Child Unavailability) X 100